



## Amended Order of Conditions Filing Checklist

INFORMATION	
<b>When:</b>	Due on regular hearing filing deadline – See filing dates and deadlines
<b>Where:</b>	Town of Eastham Conservation Office 2500 State Highway, Eastham, MA 02642
<b>Form:</b>	<a href="http://www.eastham-ma.gov">http://www.eastham-ma.gov</a> or Conservation Office
<b>Contact:</b>	Conservation Agent Shana Brogan
<b>Contact Phone:</b>	508-240-5900
<b>Contact Email:</b>	conservation@eastham-ma.gov

CHECKLIST	NOTES
<input type="checkbox"/> 8 Copies of plans, showing proposed changes	
<input type="checkbox"/> 8 Copies of narratives detailing proposed changes	
<input type="checkbox"/> Notification to abutters: <input type="checkbox"/> Certified abutter's list within 100' of parcel lines, <i>available from Conservation Dept. (508-240-5900) \$25.00 fee.</i> <input type="checkbox"/> Abutter notification letter, <i>mailed certified, return receipt to each abutter.</i>	
<input type="checkbox"/> Check payable to Town of Eastham for \$40.00 which includes: Application fee of \$25.00 Legal ad fee of \$15.00.	
<input type="checkbox"/> Street & house # clearly visible at property location	
<input type="checkbox"/> Owner's signature or written permission	
<input type="checkbox"/> Proposed changes marked at the site, trees/vegetation flagged, if applicable.	

- The Conservation Commission may require additional information from the applicant as they deem necessary to understand the project scope and/or issue a permit with appropriate conditions.
- An amended Order of Conditions filing is a minor change to a permitted project that is generally less impact to resource areas or buffer zones than the original project.
- Amended Order of Conditions requests that are missing these basic submittal requirements shall not be placed on the hearing agenda for which they are intended until the requirements are complete.